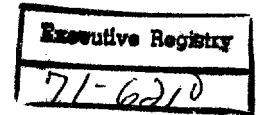


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8 December 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 November 1971

1. The workload in November 1971 totalled 65,171 items, 1% over the FY 71 monthly average and a 16% increase over November 1970.

2. As of 30 November we had an assigned strength of [REDACTED] persons. The half-body count appears because of our use of several college students working part time on our evening shift.

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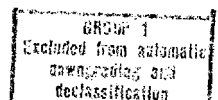
3. The painting of the entire office has been completed. The change is impressive and our personnel are pleased with the results. [REDACTED] Chairman, Fine Arts Commission, is in the process of adding the finishing accents with colored fabrics and pictures. Some cabinet work for storage space remains to be completed.

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4. The new carpet tiles installed in our machine room appear to be functioning very well. They are attractive and clean easily. The reduced noise level and the improved appearance have certainly been plus factors to the morale of our press operators. Since we will no longer lose operator time for floor scrubbing and waxing the cost of the carpet tiles can be amortized in a short time.

5. Throughout this program to improve working conditions, we have received excellent cooperation and assistance from the Logistics Services Division, Office of Logistics. The requirement

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that the painters work above and around us while we continued working made their job that much more difficult. Their efforts, and the results are very much appreciated.

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6. Collator Corporation of Seattle, Washington is progressing well in the design and construction of our new cable sorter mentioned in the July report. [REDACTED] will travel to Seattle in early January for pre-acceptance testing and if all goes well, delivery is expected in late January.

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7. During the month of November, [REDACTED] held six briefings on the Cable Secretariat. A total of 49 Agency personnel toured the office as part of a continuing program of cooperation with the Office of Training to educate personnel in cable dissemination and information processing activities at Headquarters.

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8. [REDACTED] has assumed the role and duties of Cable Secretary. His "winding up" while I "wind down" has been beneficial to both of us. Arrangements have been made for an Agency announcement concerning [REDACTED] appointment as Cable Secretary.

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[REDACTED]
Cable Secretary